App. F. IX-4

40-41

~~193~~ .

(Pts)

File No. 34.40

Serial Nos. 1—4

Previous References

Pts, 27.39.1-3

Later References.

Pts 39-211-1-3
Pts. 36-46 Sl. 1+2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4

(50)

Part B for Dec 40

SUBJECT.

Adm. Report of the Stationery Depot for 39-40

4. To the Supt. of Stationery & Printing

WD 0573—GPB—22,500—12-9-39

4205-6 of 17/12

Reviews the ——— .

Pty
30/1

Stationery Report for 1939

General and Revenue Secretariat | G.A.S. File No. 3 u of 1940. | [App. F. III-2,

Serial No.	
1	Letter No. S 500 dated 3rd ~~August~~ September 1940 from the Superintendent of Stationery, Bangalore forwarding a report on the working of the Govt. Stationery Depot for the year 1939-40.
2.	Letter No. S. 480 dated 2nd September 1940 from the Supdt of Stationery, forwarding a Summary of the Report on the working of the Stationery Depot for the year 1939-40 To the Administration Report section for kindly taking a copy of each of the above and returning the file early. 17.9.40. A.R. Section) A copy of the report taken and the file returned. 17 9/40 A draft to the Superintendent Govt Printing is put up for approval. 20.9.40 ✓ May I take further action Copy sent
3	The Supdt Govt Press's No. A 3. 1773 dt 26-9-40 requests that the report for 1939-40 may be set in type and 200 copies printed and kept ready for being bound with the Govt Reviews thereon. A draft review is put up for approval. 16.11.40 Dept Copy 15/11 Please type Copy 4/XII by Mr

TYPING SEC. SEP 1940 GEN. & REV. SECTT.
SECY. DEV. DEPT. 16. NOV. 1940 GOVT
TYPING SEC. 5 DEC. 1940 GEN. & REV. SECTT.

Administration Report of the Govt. Stationery Depot.

85.

PS File No. 34 of 1940. | General and Revenue Secretariat

Serial No.

Typed copy of the draft review is sub.

7.12.40

Dept Dy) 6/12/12

(Secretary)

Ce 10/XII 6

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C. [illegible]
FIRST [illegible]
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No. 3805

11/12/40

Ce 11/XII 6

Dewan)

12-12-40

Ce 13/XII

[illegible] 1940

Draft forwarded with D2N & DFN

6/13/12

ISSUE & SUBMIT

Issued No AF 4305-6 dated 17.12.1940. 4

To the Supdt, Govt Stationery Depot. & the Comptroller & Govt

Reviews the Administration report of the Govt Stationery Depot. for the year of 39-40

D.F.N & D.S.N are put up for approval.

17.12.40. 17/12

First member)

F.N. signed by Member is kept below

DEC 17 1940

6226

19/12

S. N. submitted.

4134

Dewan)

Ce 20/XII 6

Final Note by the First Member of Council.

3

Subject.—

Report on the working of the Government Stationery Depot for the year 1939-40.

I beg to submit herewith the report on the working of the Government Stationery Depot for the year 1939-40 together with the Government review thereon for His Highness' gracious perusal.

MEMBER OF COUNCIL.

Bangalore,
19th December 1940.

4

Submitted to His Highness.

I submit herewith a Final Note by the FIRST *Member of Council on the Subject of* the Report on the working of the Government Stationery Depot for the year 1939-40, *for His Highness' gracious* ~~approval~~ perusal.

Mirza M. Ismail

Dewan.

Bangalore,

20th December 1940.

5

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Report on the working of the Government Stationery Depot for the year 1939-40.

Order.

RW.
21/12/'40.

No. 401

HK
23.12.40

NS1488

General and Revenue Secretariat.

SUBJECT:—

Report on the working of the Government Stationery Depot for the year 1939-40.

(*)

31 All urgent or confidential files returned with His Highness' orders may in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness, orders before/after issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Government.

Through the Secretary to Government,

Development Department.

24/XII

6475
24.12.40

FIRST MEMBER OF COUNCIL.

24/12/40

SECOND MEMBER OF COUNCIL. (On Deptn).

Dev. Secy. with Compliments.

24/12/40

NOTE.—Co... Dec. 1941

GEN. & REV. SECT. 13 JAN. 1941 FOREST BRANCH.

GEN. & REV. SECT. 13 JAN. 1941 FOREST BRANCH.

WD 01183—GPB—500—16-10-40

Office of the Superintendent,
Government Stationery Depot,
Bangalore, dated 30th August 1940.

No.S.500.

From

B. Krishnaswamy Chetty, Esq., B.A., A.R.P.S., M.A.S.M.,
Superintendent of Stationery,
BANGALORE.

To

Charles C. Moronha, Esq., M.A.,
Secretary to Government,
Development Department, BANGALORE.

Sir,

I have the honor to submit herewith the report on the working of the Government Stationery Depot, Bangalore, for the year 1939-40.

2. SUPERINTENDENCE.- I was in charge of the office throughout the year.

Mr. K. Sri Vijayapaliah, who was appointed Sub-Assistant Superintendent, Government Press in Notification No.A.F.3743/I. & S. 108-38-14 dated 26-1-1940 was in immediate charge of the Depot from 15-1-1940 to the end of the year.

3. VALUE OF STOCK.- The opening balance of stock at the beginning of the year was Rs.1,38,886-12-1 against Rs.1,28,977-10-3 in the previous year. New stock valued at Rs.2,44,287-3-1 as per statement given below was either purchased or received from the Press and other offices, making the value of stock, Rs.3,83,173-15-2 against Rs.3,54,891-10-7 in the previous year. The value of issues to the several offices amounted to Rs.2,49,825-7-11 against Rs.2,16,004-14-6 in the previous year, leaving a balance of stock of Rs.1,33,348-7-3 at the end of the year against Rs.1,38,886-12-1 in the previous year.

Statement showing the details of new stock added during the year.

Sl. No.	Description.	1938-39	1939-40
		Rs. a. p.	Rs. a. p.
1.	Value of paper and stationery purchased. ...	2,19,491-12-9	2,29,858-10-7
2.	Value of blank books, etc., received from the Press.	5,886- 6-0	13,741-12-6
3.	Value of articles received from various offices. ...	536-13-7	686-12-0
	Total.	2,25,914- 0-4	2,44,287- 3-1

VALUE OF STOCK AT THE GOVERNMENT BRANCH PRESS, PYCORE.- The following statement gives the details of stock of paper and stationery articles held by the Government Branch Press, Pycore, during the year.

Sl. No.	Description.	Value.
		Rs. a. p.
1.	Opening balance of paper and stationery on 1-7-1939. ...	15,460-13- 8
2.	Receipts during the year. ...	46,998- 3- 0
	Total stock	62,459- 0- 8
3.	Issues during the year. ...	45,228-10- 7
	Closing balance of stock on 30-6-1940. ...	17,230- 6- 1

4. REALISATIONS FROM PAYING DEPARTMENTS.- The total demand against various Paying Departments towards the cost of stationery articles and printing papers supplied to them during the year, --- including half the cost of paper supplied for printing the forms,

registers and cheque books of the Municipal Councils and Local -- bodies, which is charged to them in accordance with Government Order No.L.821-7-34/F. & S. 86-24-172 dated 6-4-1931 and L.7824-43/169-34-4 dated 9/10-4-1935 was Rs.86,157-3-7 against Rs.75,814-1-0 in the -- previous year. Including the arrears of previous years amounting to Rs.31,558-6-10, the aggregate demand stood at Rs.1,17,715-10-5.

Against this demand, a sum of Rs.24,465-13-2 in respect of the previous years and Rs.40,897-1-9 out of the current year's demand was realised, bringing the total receipts to Rs.65,362-14-11 against Rs.79,541-11-8 in the previous year. Bills to the extent of --- Rs.5,691-6-0 were also received duly accepted by the Departments and are under adjustment in the Comptroller's office in the accounts of the year. There has been a steady improvement in the revenue -- receipts from year to year on account of increased supplies to Paying Departments and special measures taken for adjustment of dues as per circulars of the Government.

The total pendency of bills including those sent to the Municipalities and Local Boards was Rs.52,352-11-6 comprising Rs.7,092-9-8 out of the previous years' arrears and Rs.45,260-1-10 out of the -- current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government circular No.G.3710-60/P. & S. 24-35-6 dated 12-11-1935. Departmental circulars have also been issued and the Comptroller has been addressed to adjust all pending bills up to end of December 1939. It will be observed that the -- pendency of previous years' bills has been appreciably reduced.

5. PURCHASES.- Purchases were made as in previous years through the Secretary, Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and -- stationery articles. In a few cases, however, purchases were made locally, mostly of articles not stocked for general supply to meet the demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase Committee amounted to Rs.2,28,680-8-4 as against Rs.2,16,795-7-10 in the previous year, while that of casual purchases was Rs.1,178-2-3 against Rs.2,696-14-11 in the previous year. Casual purchases comprised mostly of superior quality of Note Papers and Covers for the offices of the Members of Council and the Dewan, and of printing papers of heavy substance specially got from the Mysore Paper Mills for printing the State Administration Report and other special works.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value :-

Statement showing the details of Stationery and Papers purchased during the year 1939-40.

No.	Name of firm.	Description of articles.	Amount.
	Messrs.-		Rs. A. P.
1.	Spicers (Export) Co., Ltd., London.	Baskervellum Note Paper & Envelopes.	887- 7- 9
2.	John Dickinson & Co., Ltd., London.	Colour Boards, Metallic Note Books, Art Papers, Royal, Double Crown & Medium.	1,958- 0- 8
3.	Charles Morgan & Co., Ltd., Madras.	Cover papers, Colour papers & Kraft paper.	6,636-10- 1
4.	J. B. Advani & Co., Madras.	Kraft paper, Printing Double Foolscap 16 lbs. rough & Straw Boards.	3,236- 6- 0
5.	P. Orr & Sons, Madras.	Castle Drawing papers.	1,638- 8- 0
6.	The Madras Pencil Factory, Madras.	Blacklead, Coloured & Copying pencils.	933-14- 3
7.	The Cawnpore Woolen Mills,	Superior Green Baize.	201-15- 3
8.	Lindner & Co., Bangalore.	Superior nibs & Kraft paper.	219- 9- 4
9.	Burmah Shell Oil Storage & Distributing Co. of India Ltd., Madras.	Candles.	302- 8- 0
10.	Wilson & Co., Madras.	White Blotting paper.	2,903- 4- 0
		C.C.	16,823- 3- 4

No.	Name of firm.	Description of articles.	Amount.
			Rs. a. p.
	Messrs.	B.F.	16,823- 3- 4
11.	Punalur Paper Mills Ltd., Punalur.	Brown Cartridge papers, 140 lbs. & 156 lbs.	754- 3- 3
12.	D. Gestetner & Co., Ltd., Madras.	Cyclostyle Impression paper, T.W. & H.W. Stencil papers & Ink tubes.	1,564-14- 0
13.	The Bharat Carbon & Ribbon Mfg. Co., Ltd., Madras.	T. W. Carbon, Pen & Pencil carbon papers.	1,340- 0- 0
14.	The Mysore Paper Mills Ltd., Bhadravathi.	White Printing, Azurelaid, Badami, Brown Cartridge, T. W. Thick & Thin and Special quality Printing papers.	1,76,432-15- 2
15.	The Bombay Stationery Mart, Bombay.	Litho Ink fine, Sable hair Brushes, Ink Glasses with Metal Caps & Drawing Pins.	320- 0- 0
16.	The Modern Stationery Mart, Madras.	Kraft papers & Straw Boards.	834- 3- 0
17.	Desi Ink Works, Bangalore.	Blue Black & Red Ink powders, & Blue Black Ink Jars.	4,985-11- 0
18.	The Superintendent, Govt. Industrial School, Channapatna.	Pen-holders & Paper Weights.	336-12- 0
19.	M. A. Salam Abdul Majeed & Co., Bangalore.	Stationery articles & Papers.	3,340-14- 3
20.	T. M. Abdul Gaffoor & Co., Bangalore.	Stationery articles, Straw Boards, Printing Double Foolscap 16 lbs. rough, White Paste Boards.	7,997- 0- 9
21.	The Govt. Lac Factory, Mysore.	Sealing wax.	400- 0- 0
22.	Khoday Ribbon Mfg. Co., Bangalore.	T. W. Ribbons.	607- 8- 0
23.	The Superintendent, Govt. Soap Factory, Bangalore.	Liquid Gum bottles & Quick Fix.	186- 7- 0
24.	The Superintendent, Central Jail, Bangalore.	Cotton tags, Country Red tape.	344-13- 0
25.	Abdul Cureem & Sons, Bangalore.	Kora Long cloth.	786- 5- 3
26.	The Typewriter & Office Appliances & Co. (India) Ltd., Madras.	T. W. Ribbon & Tracing Cloth.	8,998-12- 0
27.	Saliah Warehouse, Bangalore.	India Rubber pieces.	80- 4- 0
		C.O.	[illegible]

No.	Name of firm.	Description of articles.	Amount.
			Rs. a. p.
	Messrs.	B.F.	2,26,609-14-0
28.	The Government Electric Factory, Bangalore.	Bakelite Ink stands.	184- 8- 0
29.	Karim Baksh & Sons, Nizamabad.	Needles.	125- 0- 0
30.	Katta Subba Rao, Ellore.	Candle-stands with Globes and Ink & Pencil Erasers.	150- 0- 0
31.	Z. A. Deen & Co., Bangalore.	Candles.	231-14- 0
32.	J. V. Navlakhi & Co., Bombay.	Colour Cakes & Pen-knives.	734- 6- 0
33.	Institute of Home & Cottage Industries, Mysore.	Superior Cotton Tags.	71-14- 0
34.	The Central Institute for Defectives, Mysore.	Thablak thread.	3- 8- 6
35.	Parry & Co., Ltd., Bangalore.	Candles.	302- 7-10
36.	Industrial and Scientific Works, Bangalore.	Candles & Phono Pencils.	187- 0- 0
		Total	2,28,680- 8- 4
		Casual purchases.	1,178- 2- 3
		Grand total.	2,29,858-10- 7

The bulk of the requirements of Printing, writing and other kinds of papers was obtained from the Mysore Paper Mills Ltd., Bhadravathi, only such of the kinds of papers as were not made by the Mills, Viz., Azurelaid papers of heavy substance, blotting paper, etc., and stationery articles being purchased elsewhere in the Indian Market.

Articles of Mysore Manufacture purchased during the year comprised Pen-holders and Paper weights from the Government Industrial School, Channapatna; Liquid gum and Quick fix bottles from the Government Soap

Factory, Bangalore; Sealing wax from the Government Lac Factory, Bangalore; Blue-black, Red ink powders and Blue-black ink jars made by the Desi Ink Works, Bangalore City; Superior Cotton tags from the Institute of Home and Cottage Industries, Mysore; Kora Long cloth manufactured by the Mysore Spinning & Mfg. Co., Ltd. Bangalore, supplied by Messrs. Abdul Cureem & Sons, Bangalore; Thablak thread made by the Central Institute for Defectives, Mysore; Cotton tags and Country Red tape from the Central Jail, Bangalore; Bakelite ink-stands made by the Government Electric Factory, Bangalore; Khoday, T. W. ribbons manufactured by the Khoday ~~"Steady Light"~~ "Steady Light" Ribbon Manufacturing Co., Bangalore; Candles made by Messrs. Z. A. Deen & Co., Bangalore; and Papers manufactured by the Mysore Paper Mills Ltd., Bhadravathi. The value of such purchases was Rs.1,84,662-3-11 against Rs.97,066-4-5 in the previous year, the increase being due to the purchase of more kinds of papers from the Mysore Paper Mills.

The aggregate value of articles of Indian manufacture excluding those of Mysore referred to above purchased during the year was Rs.7,055-4-7 against Rs.55,700-1-1 in the previous year. The disparity is due to the purchase of paper from the Mysore Paper Mills being classified as Mysore products. The articles included white blotting paper manufactured by the Bengal Paper Mills Co., Calcutta; Thick Brown Cartridge papers made by the Punalur Paper Mills Ltd., Punalur; Typewriting Carbon, Pen and Pencil Carbon papers made by the Bharat Carbon & Ribbon Mfg. Co., Ltd., Madras; Superior Green-baize made by the Cawnpore Woollen Mills; Black-lead, Coloured & Copying pencils from the Madras Pencil Factory, Madras; "Cock and Key" Brand Stearine Candles manufactured in Burma, supplied by Messrs. Parry & Co., Ltd., Bangalore; "Belmont" Candles from the Burmah-Shell Oil Storage and Distributing Co. of India, Ltd., Madras; and Needles made by Messrs. Karim Bakhsh & Sons, Nizamabad. All other varieties of papers and stationery articles were of foreign origins, but all of them except those supplied by the firms os. 1

and 2 were supplied by Local or Indian firms. Local and Indian manufactures are being encouraged largely.

6. ISSUES.- The total number of issues during the year under report, including the issues of papers and binding materials to the Press was 2,430 against 1,921 in the previous year. Of this number 684 were on Standing Lists, the remainder being advances, balances and additional supplies on Standing Lists. The total value of issues, excluding the issues of paper and binding materials to the Press, was Rs.1,28,600-10-1 against R.99,147-15-1 in the previous year. The following statement shows the names of Departments to which supplies were made and the value of supplies made to each.

Statement showing the value of issues made durin, the year 1939-40.

Sl. No.	Name of Department.	Amount.
		R. a. p.
1.	Judicial	3,409-10- 7
2.	Revenue	10,303- 2- 6
3.	Public Works Department	9,330- 0- 6
4.	Forest	2,598- 0- 9
5.	Police	1,715-10-10
6.	General & Revenue Secretariat ...	1,450- 3- 4
7.	Treasuries	728- 6- 0
8.	Agriculture	4,510- 7- 6
9.	Railways	2,635-11- 0
10.	University	3,781-10- 0
11.	Education	3,739- 7- 7
12.	Medical	2,625-11- 3
13.	Income-tax	387- 0- 0
14.	Excise	7 7-13- 7
15.	Geological Department	152- 3- 6
16.	Palace	400- 4- 6
17.	Meteorological "	61-14- 6
18.	Stamps	1[illegible]5-13- 5
19.	Registration	828- 2- 9
20.	Lock-ups	267-15- 7
21.	Other Departments, such as, Military, Co-operative Societies, Electrical, etc.	34,729- 8- 2
22.	Government Branch Press, Mysore ...	44,471-12- 5
23.	Government Central Press	1,21,324-13-10
	Total value of issues.	2,49,825- 7-11

The total cost of paper, etc. supplied to the Central .ress amounted to R.1,21,324-13-10 against R.1,16,856-15-5 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily :-

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
1. The Deputy Commissioner, Treasury Department, Mandya.	1. The Secretary, Viduraswatha Disturbances Enquiry Committee, Bangalore.
2. The Sub-Division Officer, Channagiri, Bhadravathi Sub-Division.	2. The Executive Engineer, Shimsha New Project Division, Shimsha.
3. The Census Superintendent in Mysore, Bangalore.	3. The Additional Second Munsiff, Bangalore.
4. The Superintendent, Prisioners Camp, Byramangala.	4. The Secretary, Committee for Constitutional Reforms, Bangalore
5. The -do- Chippaganhalli.	
6. " Superintendent, Sub-Jail, Thirthahalli.	
7. " Manager, Rural Welfare Centre, Dodballapur.	
8. " Executive Engineer, Byramangal Sub-Division, Bangalore.	
9. " -do- Taring Sub-Division, Mysore.	
10. " Superintendent, Sub-Jail, Shimoga.	
11. " Amildar, Bangalore North.	
12. " District Educational Officer, Mandya.	
13. " District Officer, Bus Section, Kolar.	
14. " Secretary, Viduraswatha Disturbances Enquiry Committee, Bangalore.	
15. " Paddy Special Officer, Marthur Farm.	
16. " -do- Nagenahalli.	
17. " Special Officer, City Drainage Division, Bangalore.	
18. " Jail Reforms Committee, Bangalore.	
19. " Committee for drawing the specification for Electrical Requirements.	

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
20. The Amildar, Malavalli Irwin Canal Section.	
21. " -do- Shikarpur -do-	
22. " Deputy Commissioners & Amildars (Stationery supply for the preparation of Electroil Rolls of R. A. & L. C.)	
23. " President, Municipal Council, Mysore, -do-	
24. " Health Officer, Malaria Survey Unit, Krishnarajanagar.	
25. " Shimoga Water Works.	
26. " Director of Agriculture (for the use of 32 Ranges).	
27. " -do- (for the use of 12 Ranges).	
28. " Government Director, Industrial Concerns, Bangalore.	
29. " Principal, Mysore Forest Rangers' School, Bangalore.	
30. " Head Master, A.R.V.D. Patasala, Chikkanahalli.	
31. " Head Master, Agricultural School, Sommanahalli.	
32. to 40. " Deputy Commissioners, Rural Water Works Scheme.	
41. " Chairman, Bench Magistrate Court, Chikmagalur.	
42. " -do- Nagadi.	
43. " Special First Class Magistrate for the trial of Mokshagundam Krishnamurthi Murder Case.	
44. " Assistant Engineer, Bhadra Reservoir Project Division, Shimoga.	
45. " Superintendent, Vani Vilas Water Works (for the use of Meter Section), Mysore.	
46. " Special Land Acquisition Officer, Closepet.	

Thus there was a net increase of 42 in the number of offices to which supplies were made from the Stationery Depot during the year.

7. EXPENDITURE.- The expenditure of the Stationery Depot during the year under report was Rs.8,259-4-0 against Rs.6,710-5-9

17

in the previous year, which is classified under the following heads :-

			Rs. a. p.
1.	Establishment	...	6,337-1-0
2.	Contingencies	...	1,922-3-0
		Total	8,259-4-0

The charges incurred on the handling, and storage of stocks work out to about 3% as in the last year.

8. INDENTS FOR FORMS.- Two hundred and eight indents for forms were received during the year against 160 in the previous year. Forms and registers due on the 25 Standardised Lists were complied with. Supplies were made in some cases on stray requisitions. The work of standardisation of the forms of the Public Works, Police, Health and Revenue Survey departmental forms is being continued. As in previous years, supply of full quantities of forms and registers was made under Government Orders to the Income-tax, Electrical, Police, Insurance, Education and the Local Examinations Boards offices. About twenty kinds of Revenue Collection forms were supplied to all the Amildars of Taluks as per list ~~forwarded~~ furnished by the Press Committee through the Revenue Commissioner. Full quantity of certain Cattle Census forms were supplied to all the Deputy Commissioners of Districts as per Government Order No.R.3203-62/R.M. 51-38-1 dated 22-11-1939. The indents for Records of Rights forms and registers and Toll-gate Ticket books received from the Superintendent of Land Records, Survey and Settlements and the Deputy Commissioners of Districts were complied with in full as in previous years.

The reduction of 50% in the general supply of forms and registers was continued during the year, enhanced supplies at 75% being made in the case of "Essential" forms and registers required for everyday

use in accordance with Government Order No.G.10205-60/P. & S. 50-37-11 dated 27th June 1938.

Full quantities of all the forms and registers of various -- Departments were made to the newly formed Mandya District.

Certain new forms and registers were printed and supplied to the ecretary, War Relief Committee and Prison Reforms Committee as per their requisitions.

Several forms and registers required for the use of the S.S.L.C. Supplementary Examinations under old rules have been printed and -- supplied as per Government Order No.A.F.1018/P. & S. 2-39-28 dated 14th September 1939.

9. STOCK-TAKING.- The annual stock-taking of the Stores as on 2nd January 1940 was carried out. The value of excesses found was Rs.5,177-3-0 and that of deficiencies was Rs.4,186-10-8. The result has been reported to Government and the excesses and deficiencies will be adjusted on receipt of the Government Orders. The Issue, Receipt and Stock Registers were maintained in a satisfactory condition.

10. STATISTICS OF BUSINESS.- During the year under report, 6623 letters were received, of which 4845 were replied, 1705 were disposed of by complying with the requisitions contained in them for balance of stationery articles, advances and additional supplies on tanding Lists and by issue of Work Dockets for printing of the -- works, 20 were under correspondence about revision of Standing Lists and the remaining 53 were pending disposal.

8824 letters pertaining to forms and registers were received during the year, of which 4669 were replied and the rest were -- disposed of by complying with the requisitions for balances, etc.

11. STATIONERY ARTICLES AND FORMS SUPPLIED.- The Standing Lists of stationery articles of all offices were revised during the year in accordance with Government Order No.G.10205-50/P. & S. 50-32-11 dated 27-6-1938 and enhanced supplies were made to all offices from the 1st July 1939 on the basis of the revised lists at full -- quantities in the case of all "Essential" articles. Due to the continuance of the financial stringency and the reduction in the budget grants for paper and stationery, "Luxury" articles were issued at 50% only as in previous years. There was however still a large number of requisitions for advances and additional supplies. To meet the urgent needs of office work and correspondence, advances were issued when asked for and the same adjusted from the annual supplies. Additional supplies of the value of Rs.1,222-8-6 were also made during the year under Government Orders. With the completion of supplies according to revised Standing Lists by the end of the official year the requirements of all offices were satisfactorily met.

Supplies of stationery and forms were made under Government Orders to 46 new offices noted above.

Full supplies of stationery articles were made to certain Paying Departments like the Electrical, Insurance, Record of Rights and Land Records as in previous years.

Since the present supplies of forms and registers made to most offices were found to be inadequate, a reference was made to Government and orders obtained in Government Order No.M.F.6398-467/P. & S. 2-39-160 dated 17-5-1940 for the issue of full quantities of such of the forms and registers in the Standing Lists as are intimated in good time and in the case of non-standardised indents, such of the forms as are included in the annual indents sent within the scheduled time provided the indent for any item does not exceed the average

annual consumption during the previous three years. This arrangement is expected to give relief to the offices and facilitated proper supplies according to the requirements of each office.

The registers and forms noted below were newly introduced and were printed and supplied in accordance with the Government Orders noted against each.

No.	Register and Forms.	No. & date of Government Order.
1.	Two kinds of Mutchalika forms, 'A' & 'B' to the Sub-Division Officer, Mandya.	G.O. No.R.6728-31/L.R.505-38-2 D/ 30-6-1939
2.	Reminder forms to the Director of Public Instruction in Mysore, Bangalore.	G.O. No.E.55/Edn.323-38-4 D/ 5-7-1939.
3.	Printing & supply of new forms to the Agricultural Engineer, Bangalore.	G.O. No.D.245-7/Agri.315-38-1 D/ 6-7-1939.
4.	Perforated Migration certificate in book form to the Director of Public Instruction.	G.O. No.E.186/Edn.323-38-5 D/ 14-7-1939.
5.	Printing & supply of certain forms to the Director of Industrial Concerns.	G.O. No.D.573-5/I. & C. 17-39-2 D/ 17-7-39.
6.	Revised form certificate to the Chief Commandant, Mysore State Troops.	G.O. No.R.595-7/L.R.61-39-2 D/ 21-7-1939.
7.	Printing & supply of 1000 copies of forms under Workmen's Compensation Act under Section 15, to the Director of Industries & Commerce.	G.O. No.D.715/I. & C. dated 26-7-1939.
8.	Water consumption Cards and loose leaves for preparing Consumption Register to the Director of Public Health.	G.O. No.L.1103-6/Ml.27-39-2 D/ 29-7-1939.
9.	Weekly Report forms pertaining to the Coffee Borer Works to the Director of Agriculture.	G.O. No.A.F.276-8/Agri.92-38-4 D/ 7-8-1939.
10.	Twenty-two kinds of forms for the use of the Princess Krishnajammani's Sanatorium, Mysore.	G.O. No.1451/Medl.21-31-4 dated 8-8-1939.
11.	File Wrappers to the Superintendent of Sericulture in Mysore, Bangalore.	G.O. No.D.1025/27/Seri. 12-39-2 D/11-8-1939.

No.	Registers and Forms.	No. & date of Government Order.
12.	Certain Acquisition forms to the Sub-Division Officer, Tumkur.	G.O. No.A &F.580/P.& S.2-39-17 D/21-8-39.
13.	Receipt books to the Publicity Officer to Government.	G.O. No.A.F.689/P. & S.2-39-18 D/25-8-39
14.	Log Books to the Executive Engineer, Water Supply Division, Bangalore.	G.O. No.A.F.705/P.&S.2-39-20 D/26-8-1939.
15.	Boiler Inspection Report forms to the Director of Industries & Commerce.	G.O. No.D.1215-17/I. & C. 13-39-2 D/28-8-39
16.	Revised date reserve lists to the Excise Commissioner.	G.O.No.F.1215-7/Ex.28-39-2 D/ 26/30-8-1939.
17.	Three kinds of forms to the Superintendent, Mysore Jail.	G.O. No.B.1393/Pris.13-39-2 D/ 4-9-1939.
18.	Confidential Envelopes to the Inspector-General of Police in Mysore, Bangalore.	G.O. No.P.1649/Pol.52-39-4 D/ 9-9-1939.
19.	M.S.E. No.2, to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G.O. No.G.2874-5/P.H.12-39-4 D/11-9-1939.
20.	Pedigere forms to the Chief Commandant, Mysore State Troops, Bangalore.	G.O. No.G.2860-3/Mily.27-39-4 D/ 18-9-1939.
21.	Flag Sheets.	G.O. No.A.F.1283-4/Ft. 6339-2 D/ 21-9-1939.
22.	Forms required for monthly, quarterly & annual reports for use in the Bureau of Epidemiology to the Director of Health.	G.O. No.G.3138/40-P.H.12-39-2 D/ 24-9-1939.
23.	Forms and books under Mysore Power Alcohol Act 1939.	G.O. No.A.F.1445-9/Agri.317-8 D/29-9-1939.
24.	Two kinds of Issue and Receipt Registers for the use of the Durbar Surgeon and Medical Officer Krishnarajendra Hospital, Mysore.	G.O. No.G.3295-8/Med. 81-39-2 D/ 30-9-1939.
25.	Two kinds of Daily Rainfall Cards to the Meteorologist.	G.O. No.G.3365/G.M.61-39-2 D/ 4-10-1939.
26.	Five kinds of forms to the Director of Public Health.	G.O. No.G.3562-4/P. & H.12-39-2 D/11-10-39
27.	Visitor's Pass for the use of the Hospital.	G.O. No.G.3585/Med.285-38-4 D/ 14-10-1939.
28.	Measurement books to the Wood Preservation Plant, Bhadravathi.	G.O. No.A.F.1888-90/Ft.60-39-2 D/19-10-39.
29.	Akarband Duraste Register to the Superintendent, of Land Records & Survey.	G.O. No.R.2681-92/L.S.16-39-2 D/ 30-10-39.

No.	Registers and Forms.	No. & date of Government Order.
30.	New Register for accounting the amounts received and copies issued in respect of High Court reports to the Superintendent, Govt. Central Book Depot.	G.O. No.A.F.1960/P. & S.2-38-164 D/30-10-39
31.	Leave calculation Sheets to all offices.	G.O. No.F.2416-7/G.F.157-39-2 D/ 1-11-39.
32.	Letter heads indicating details of bills, etc. to the Sanitary Engineer.	G.O. No.G.4114-5/P.H.12-39 Dated 9-11-1939.
33.	Certain forms and registers required for use in the Bureau of Sanitary Engineering Department.	G.O. No.G.4189-9/P.H.12-39-10 D/ 11-11-39
34.	Certain forms to the Agricultural School, Somenahalli.	G.O. No.A.F.2243/P. & S.1-39-75 D/14-11-39.
35.	Letter of authority of Pledge to the Executive Engineers on indents.	G.O. No.A.F.2267/P. & S.2-39-50 D/15-11-39.
36.	Gauge Cards to all the Executive Engineers on indents.	G.O. No.A.F.2269/P. & S.2-39-49 D/15-11-39.
37.	Certain new forms to the Chief Commandant, Mysore State Troops, Bangalore.	G.O. No.G.4423-6/Mily. 27-39-6 D/18-11-39.
38.	Progress Report on the execution of works for the use of the Executive Engineers.	G.O. No.A.F.2351/P. & S.2-39-56 D/21-11-39.
39.	Eleven kinds of forms required for use in the Water Supply Division, Bangalore.	G.O. No.A.F.2484/P. & S.2-39-57 D/25-11-39.
40.	"A" Form Kutchalika to Agriculture Department.	G.O. No.A.F.2550-61/Agri.9-39-5 D/29-11-39.
41.	Three more new forms to the Water Supply Division, Bangalore.	G.O. No.A.F.2894/P. & S.2-39-60 D/2-12-39.
42.	Revised forms of Subsidiary Register of receipts to Treasuries.	G.O. No.R.1698-1712/R.T.27-39-4 D/6-12-39.
43.	Sixteen kinds of forms under Insurance Act 1939, to the Superintendent of Insurance in Mysore, Bangalore.	G.O. No.A.F.2749-61/P. & S.10-39-4 D/11-12-39.
44.	Interim Kutchalika and the title deed forms to the Deputy Commissioner, Bangalore.	G.O. No.R.3874-6/L.R.372-39-2 D/21-12-39.
45.	English and Kannada Notices and Chart for use in the III Section of the Irwin Canal Division.	G.O. No.A.F.3325/P. & S.2-39-29 D/5-1-1940
46.	Log books for use in the Kolar Gold Fields Water Works to the Bureau of Sanitary Engineering.	G.O. No.G.6437-9/P. & H.95-39-2 D/13-1-40

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No.	Registers and Forms.	No. & date of Government Order.
47.	Four kinds of Road Borne Statistics forms to the Director of Industries & Commerce.	G.O. No.A.F.3605/P. & S.2-39-89 D/18-1-39.
48.	Combined case sheet and temperature Chart to the Medical Officer, Victoria Hospital, Bangalore.	G.O. No.G.6943/Med.21-39-12 D/5-2-1940.
49.	Lorry Log books to the Executive Engineer of Divisions.	G.O. No.A.F.4228/P. & S.2-39-105D/14-2-40.
50.	Statement of cases submitted forms to the Chief Engineer of Mysore.	G.O. No.A.F.4265/P. & S.2-39-106 D/15-2-40.
51.	Three kinds of books to the Sub-Registry Office, Shimoga.	G.O. No.A.5008/L.S.40-39-2 Dated 23-2-1940
52.	Contribution Khate and Khirdi to the Amildar, French-Rocks Taluk.	G.O. No.A.F.4368/P. & S.2-39-40 D/27-2-1940
53.	Loan Investigation Report forms to the Director of Industries & Commerce in Mysore.	G.O. No.A.F.4371/P. & S.2-39-112 D/27-2-40.
54.	Supply of Covers With addresses to the Secretary, Public Works Department.	G.O. No.A.F.4893/P. & S.2-39-135 D/13-3-40.
55.	Notice to loan holders form No.111 to the Amildar, Shikarpur Tk.	G.O. No.A.F.5102/P. & S.2-39-139 D/28-3-40.
56.	Covers with addresses to the Census Superintendent in Mysore, Bangalore.	G.O. No.A.F.5176/P. & S.2-39-130 D/29-3-40.
57.	Supply of six bound ruled books of 400 pages each.	G.O. No.A.F.5511/P. & S.2-39-136 D/10-4-40.
58.	V. Notch guage reading forms to the Executive Engineer, Nanjanapur Division.	G.O. No.A.F.5552/P.& S.2-39-141 D/11-4-40.
59.	Printing and supply of certain forms pertaining to Patient & Designs to the Director of Industries & Commerce.	G.O. No.D.5244/Pat. 1-39-6 D/ 14-5-1940.
60.	Guage Cards to the Assistant Engineer, Bhadra Reservoir Project Sub-Division.	G.O. No.A.F.6485/P. & S.2-39-163 D/20-5-40.
61.	Formal Acknowledgment Cards to the Director of Industries & Commerce in Mysore.	G.O. No.D.5432-33/I & C. 602-39-2 D/30-5-40
62.	Mutchalika forms to the Director of Agriculture in Mysore, Bangalore.	G.O. No.A.F.6724-6/Agri.57-39-6 D/3-6-1940.
63.	Excess water revenue demand, collection and balance ledger to the President, City Municipal Council, Mysore.	G.O. No.L.10350-4/Fl.190-38-2 D/24-6-1940.

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Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the -- Government Order noted against each :-

No.	Registers & Forms.	No. & date of Government Order.
1.	Sale Notification and Jafti Patti forms to the Amildar, Closepet Taluk.	G.O. No.G.13367/P. & C.2-38-151 D/30-6-39.
2.	Task Work Statement forms to Harkonahalli Reservoir Division.	G.O. No.G.25/P. & ..2-38-155 D/ 1-7-1939.
3.	Nine kinds of Financial forms to the Director of Sandalwood Oil Factory, Mysore.	G.O. No.G.986/ . & S.2-39-5 D/21-7-1939.
4.	Field Note Books to the Economic Botanist and Agricultural Chemist.	G.O. No. .F.248-50/Agri.9-39-2 D/5-8-1939.
5.	Pay bill and T.A. bill forms to the Deputy Commissioner, Tumkur District.	G.O. No. .F.448/ . & ..2-39-10 D/15-8-1939.
6.	P. W. Cash book to the Executive Engineer, Kolar Division.	.O. No. .F.1281/ . & S.2-39-30 D/21-9-39.
7.	Certain forms to the Irwin Canal Farm.	G.O. No. .F.1363-4/Agri.33-39 D/ 20-9-39.
8.	Three kinds of criminal forms and registers to the Second City Magistrate's Court, Mysore.	G.O. No. .F.1492/P. & ..2-39-32 D/2-10-39.
9.	Jail Warrant and Fine Levy Warrant forms to the Special Magistrate, Kolar Gold Fields.	G.O. No. .2540/C. .4-39-17 D/ 5/6-10-39.
10.	Task work statement forms and Pay bill forms to the Executive Engineer, Mysore.	G.O. No. .F.1949/P. & S.2-39-41 D/2 -10-39.
11.	Seven kinds of Financial forms for use in ~~the~~ connection with the Ante-Genuia worm operation in the Chitaldrug District to the Director of Public Health.	G.O. No.G.4190/P. & H. 40-39-4 D/11-11-39.
12.	Rainfall Cards to the Deputy Commissioner, Hassan District.	G.O. No. .F.2508/P. & S.2-39-59 D/28-11-39.
13.	Financial forms required for use of Malaria control work of Belur Town.	G.O. No. .F.3211/P. & ..1-39-104 D/22-12-39
14.	Financial forms to the Special Officer, City Drainage Division, Bangalore.	G.O. No. .F.3763/. . & S.2-39-64 D/27-1-40
15.	Certain forms to the Prisoners Camp at Hippagondanhalli.	G.O. No.P.767-72/Pris.93-39-2 D/ 22-2-1940.

No.	Registers & Forms.	No. & date of Government Order.
16.	Day Book and Ledger to the Deputy Commissioner, Tumkur District.	G.O. No.A.F.4382/P. & S.2-39-109 D/27-2-40.
17.	Five kinds of Revenue forms for the use of the Irwin Canal Branch of the French-Rocks Taluk.	G.O. No.A.F.4737/P. & S.2-39-117 D/2-3-40
18.	Forest Cash book and Cash Sheets to the Officer-in-charge of Working Plans and Forest Surveys, Bangalore.	G.O. No.A.F.4711/P. & S. 2-39-113 D/2-3-40.
19.	Measurement books of 50 pages to the City Drainage Division, Bangalore.	G.O. No.A.F.5307/P. & S.2-39-136 D/4-4-40.
20.	Water Supply forms and books to the Bureau of Sanitary Engineering.	G.O. No.A.F.5607/P. & S.2-39-143 D/15-4-40.
21.	Five kinds of Medical forms and registers to the Vice-President, Government Ayurvedic and Unani College, Mysore.	G.O. No.A.F.5701/P. & S.2-39-147 D/19-4-40.
22.	Chellan books to the District Treasury, Shimoga District.	G.O. No.A.F.5831/P. & S.2-39-150 D/20-4-40.
23.	Measurement books for Roads and other works to the Executive Engineer, Jog Falls Project Division.	G.O. No.A.F.5859/P. & S.2-39-151 D/ "
24.	Three kinds of Measurement books to Irwin Canal Construction Division, Mandya.	G.O. No.A.F.6487/P. & S. 2-39-162 D/20-5-40.
25.	Saving\$Bank Ledger to the Comptroller to Government, Bangalore.	G.O. No.F.C.7286-7/G.F.169-39-6 D/31-5-40.
26.	Revenue form No.186 ~~xs xhx~~ acknowledgment form to the Deputy Commissioner, Bangalore.	G.O. No.A.F.6961/P. & S.2-39-174 D/19-6-40.

12. IMPORTANT ADMINISTRATIVE MEASURES.- (1) The Standing List of stationery of all offices were revised during the year and enhanced supplies were made at 100% in the case of "Essential" -- stationery articles and 50% of "Luxury" articles with effect from 1-7-1939 as per Government Order No.G.1025-50/P. & S. 50-37-11 dated 27-6-1938.

(2) Supply of full quantities of forms and registers out of the standardised indents, intimated in good time and in the case of ---

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non-standardised indents such as are included in the annual indents sent within the scheduled time provided the indent for any item does not exceed the average annual consumption during the previous three years. (G.O. No...F.6398-467/P. & ... 2-39-160, dated 17th May 1940).

(3) The three Departments under the control of the Superintendent, Government Printing, Viz. Printing, Stationery and Book Depot which are now treated as independent units have been -- combined into one unit for purposes of recruitment, promotions and transfers of officials, as opportunities occur (G.O. No.G.L230-2/P. & S. 139-38-1 dated 26-6-1939).

(4) The purchase and stocking of thick Kraft paper for -- wrapper binding was got approved in Government Order No.A.F.45-7/P. & S. 3-39-6 dated 27-1-1939, as this arrangement was found to be preferable to stiff cover-binding from the standpoint of durability and labour saving, and thick Kraft paper and Brown Cartridge special quality and heavy substance were obtained from the Punalur Paper Mills ~~xxxxx~~ and the Mysore Paper Mills Ltd., Bhadravathi and used both at the Central Press, Bangalore, and the Branch Press, Mysore.

(5) The purchase and stocking of printing papers of heavier substance for printing the State Administration Report and other special works was sanctioned in Government Order No...F.5172-3/P. & S. 3-39-20 dated 29-3-1940.

13. INSPECTION.- The account and stock of forms, registers and stationery articles in the several head-quarter offices of the Chikmagalur and Chitaldrug Districts were inspected in May 1940. During the Birth day Visit to Mysore in June 1940, also, the stock of stationery and forms in some of the offices in Mysore City was -- inspected. Instructions were given to keep proper accounts and

issue the articles according to Stationery Rules and the prescribed scale and maintain separate account for forms.

While checking the stock of forms and stationery articles in the offices of the President, District Board, Chitaldrug and the President, Town Municipal Council, Chikmagalur, certain irregularities, such as, issue of articles without reference to sanctioned scale, separate accounts for receipt and issue of forms not being maintained and printing of forms at local Presses were observed. The Municipal Council and Local Board offices are purchasing stationery articles locally as per Government Order No.G.945-67/P. dated 10-19-173 dated 15-11-1920. The rates accepted by the District Board, Chitaldrug were, on comparison, found to be in excess of the rescheduled rates of the Stationery Depot by 20% to 30%. The question of supplying stationery articles to local bodies directly from the Stationery Depot will be examined by the Press Committee and their views submitted for orders of Government.

14. TEMPORARY ESTABLISHMENT.- The additional hand on Rs.20/- per mensum who is working temporarily for three years was continued for one more year till 15th August 1940. His services were utilised for work connected with the adjustment of bills to Paying Departments and for comparing the accounts connected with the receipt and issue of stationery articles. The staff of the Depot is inadequate to cope with the increased work and Government have been addressed to make the temporary hand permanent.

15. VISITS OF DISTINGUISHED PERSONAGES.- The Thakore Sahib of Kotda Sangani was pleased to pay a visit to the Stationery Depot during the year.

16. CONCLUSION.- The Gazetted and the non-gazetted staff

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of the Stationery Depot have discharged their duties satisfactorily during the year.

I have the honor to be,

Sir,

Your most obedient servant,

A.P.S.

SUPERINTENDENT. 29/40

29

No. K.S 484
Encls.

DEVY. DEV. DEPT.
3 SEP. 1940
GOVT OF MYSORE

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT ~~XXXXXXX~~ Sty. IN MYSORE,

Bangalore, dated...2nd..September.....*1940*.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT ~~XXXXXXX~~ Sty.,
BANGALORE.

To

GEN. & REV. SECTT.
- 3 SEP. 1940
AGRI. & FOREST BRANCH.

CHARLES E. NORONHA, Esq., M.A.,
Secretary to Government
Development Department,
BANGALORE.

Pass 34-40-2.

SIR,

Adverting to Government Order No. G.1047-107/G.M.99-32-5 dated 15-8-1939 directing the submission of a summary of the annual administration report to Government along with the Reports and statistical returns now being sent for incorporation in the State Administration Report, I have the honour to submit herewith a summary of the Report on the working of the Stationery Depot for the year 1939-40.

I have the honour to be,

Sir,

Your most obedient servant,

29/40

SUPERINTENDENT.

BKP

30

Office of the Superintendent,
Government Stationery Depot,

No.S. Bangalore, dated 28th August 1940.

From,

R. Krishnaswamy Chetty, Esq., B. A., A.R.P.S., F.R.S.I.,
Superintendent of Stationery,
BANGALORE.

To

Charles A. Coronha, Esq., I.C.S.,
Secretary to Government,
Development Department, BANGALORE.

Sir,

I have the honor to submit herewith in duplicate a Brief Report on the working of the Department for the year 1939-40 with the necessary statistics.

The opening balance of papers and stationery articles at the commencement of the year was Rs.1,38,386-12-1 to which paper stock valued at Rs.2,44,287-3-1 was added, making the value of stock -- Rs.3,83,173-15-2. The Issues during the year amounted to --- Rs.2,49,825-7-11, leaving a balance of stock of Rs.1,33,348-7-3 at the end of the year.

The receipts from paying departments towards the cost of papers and stationery articles supplied during the year were Rs.60,362-14-11 against the budget estimate of Rs.37,500/-. In addition to this, accepted bills of the value of Rs.5,691-6-0 were under adjustment in the Comptroller's office. There has been steady improvement in the revenue receipts during the year on account of the special measures taken for adjustment of the dues from the Departments as per --- circulars of the Government.

3/

Purchases of papers and stationery articles were made as in previous years through the Stores Purchase Committee which called for tenders and placed orders for the various papers and stationery articles with the approved tenderers. The value of such purchases was Rs.2,28,680-0-4.

During the year under report, stationery was supplied to 46 new offices and supplies to 4 offices were discontinued. The value of papers and stationery articles supplied to the several offices of the State was Rs.2,49,825-7-11.

Supplies of stationery articles were made on 684 standing lists of various offices during the year. Two hundred and eight indents for forms and registers were received during the year and complied with, in addition to 25 standardised lists. As in previous years, supply of full quantities of forms and registers was made under -- Government Orders to the Income-Tax, Electrical, Police, Insurance, Education and the Local Examination Board offices.

The reduction of 50% in the general supply of forms and registers was continued during the year, enhanced supplies at 75% being made in the case of "Essential" forms and registers required for every day use.

Important Administrative Measures:- (1) The Standing Lists of stationery of all offices were revised during the year and -- enhanced supplies were made at 100% in the case of "Essential" -- stationery articles and 50% of "Luxury" articles, with effect from 1-7-1939.

(2) Supply of full quantities of forms and registers out of the standardised indents, intimated in good time and in the case of non-standardised indents such as are included in the annual indents

32

provided the indents for any item does not exceed the average annual consumption during the previous three years was sanctioned.

(3) The purchase and stocking of thick Kraft paper for wrapper-binding was got approved by Government as this arrangement was found to be preferable to stiff cover-binding from the stand point of durability and labour saving and thick Kraft paper and Brown Cartridge paper of special quality and heavy substance were obtained from the Punalur Paper Mills and the Mysore Paper Mills Ltd., Bhadravathi, and utilised both at the Central Press, Bangalore and the Branch Press, Mysore. The purchase and stocking of Printing papers of heavier substance for printing the State Administration Report and other Special work was sanctioned.

INSPECTION.- The account and stock of forms, registers and stationery articles in the several head quarter offices of the Chikmagalur and Chitaldrug Districts were inspected in May 1940. During the Birth day visit to Mysore in June 1940, also, the stock of stationery and forms in some of the offices in Mysore City was inspected. Instructions were given to keep ~~paper~~ accounts and issue the articles according to Stationery Rules and the prescribed scale, and maintain separate account for forms.

I have the honor to be,

Sir,

Your most obedient servant,

SUPERINTENDENT. 29/9/40

A.P.O.

Appendix F G—1]

33

SUBJECT.....

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.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *19*

Date of issue..... 26.9.40

Signed by Mr. C.S. Srinivasa Char

List of enclosures.....

Copied by .....

Examined by .....

Section Pts

File No. 34-40

Serial No. 3

No. DF. 1773/Pts

Ene Annual Report (39-40)

To

The Superintendent

Govt. ~~Stationery~~ printing.

Sir.

I am directed to forward, herewith, a copy of the annual report the Govt. Stationery Depot for the year 1939-40 and to request that it may you to have be set in type and 200 copies printed and kept ready for being bound with the Govt review thereon which will be sent to you in due course.

I have etc

for Secy to Govt.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 26th September 1940.

No. AJ 1773 /P5
Encl Annual Report (1939-40)

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Superintendent,
Government Printing,
BANGALORE.

Sir,

I am directed to forward herewith, a copy of the annual report of the Government Stationery Depot for the year 1939-40 and to request that it may be set in type and 200 copies printed and kept ready for being bound with the Government review thereon which will be sent to you in due course.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO GOVERNMENT,
DEVELOPMENT DEPARTMENT.

GRA/2.

G. R. S. App. F VI—G 2]

SUBJECT .....

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.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *193* .

Date of issue ..... 193 .

Signed by .....

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

1 page 1

Section. P+S

File No. 34–40

Serial No. 4

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read— Letter no. 500 dated 3rd sept^r 1940 from the Superintendent of Stationery, Bangalore, submitting the report on the working of the Govt. Stationery Depot, Bangalore for the year 1939–40.

Order thereon.—No.

Recorded.

(2) Superintendence.— Mr. B. Krishnaswamy Chetty, was in charge of the Stationery Depot throughout the year.

3. Value of Stock.— The value of Stock at the beginning of the year was Rs. 1,38,887 to which new stock of the value of Rs. 2,44,287

was added by purchase or otherwise.

Supplies ~~amounting to~~ to the value of Rs. 2,49,825 ~~in value~~ were made to the several offices of the State, leaving a ~~balance of~~ closing balance of stock of the value of Rs. 1,33,348.

4. Purchases.— The value of purchases made through the S.P.C ~~amounted to~~ was Rs. 2,28,681. ~~Artd~~ Articles manufactured in Mysore, Costing Rs. 1,84,652, were purchased, as against Rs. 97,066 in the previous year, ~~the increase being mostly due to the purchase of more kinds of papers from the Mysore paper Mills.~~ The value of ~~purchases of~~ articles of Indian Manufacture purchased, excluding those of Mysore, ~~amounted to~~ was Rs. 7,055, as against Rs. 55,700 in the previous year, ~~the disparity being due to the purchase of paper from the Mysore paper Mills.~~

page 3.

page 7

List of Enclosure

5. Expenditure.— The Expenditure on the administration of the Stationery Depot during the year was Rs. 8,259, against Rs. 6,710 for the year of 38-39.

page 10.

Copied by

6. Receipts.— The total demand against various paying departments, etc., including arrears of Rs. 31,558 of the previous year

page 3.

Examined by

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

stood at Rs. 1,17,716 and the total receipts amounted to Rs. 65,363 leaving a balance of Rs. 52,353. ~~There has not been much improvement in the revenue receipts during the year. Steps should be taken to improve the revenue receipts.~~ The arrears are being carried forward and efforts are being made to collect them.

page 13 & 19. 7. Supply of Stationery & Forms. — The standing lists of stationery for the supply of all offices were revised during the year and enhanced supplies of stationery & forms & registers were made on the basis of the revised lists, in full quantities in the case of "Essential" articles of stationery & at 50% in the case of "luxury" articles.

page 6. 8. General. — The purchase of a large portion of paper from the Mysore Paper Mills Ltd., Bhadravati, is an outstanding feature of the year under review.

page 20. 9. Inspection. — The Superintendent of Stationery inspected the stock of stationery & forms in several offices located at the

WD 0282—GPB— 22,500—14-3-38

Headquarters of the Kadur & Chitaldrug Districts and in some offices of the Mysore city.

The work of the Stationary Depot during the year was Satisfactory.

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for Dev. Secy to Govt.

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The Supdt. of Stys
" Comptr to Govt
Orders Issued

40

against Rs.6,710/- for the year 1938-39.

6. Receipts: The total demand against various paying departments, etc., including arrears of Rs.31,558/- of the previous year, stood at Rs.1,17,716/- and the total receipts amounted to Rs.65,363/-, ~~bearing~~ leaving a balance of Rs.52,353/-. The arrears are heavy and should be reduced at an early date.

7. Supply of Stationery and Forms: The standing lists of all offices for the supply of Stationery ~~of all offices~~ were revised during the year and enhanced supplies, both of Stationery and of Forms and Registers, were made on the basis of the revised lists, in full in the case of "Essential stationery articles" and at 50 per cent in the case of "~~Luxury~~ & Other articles".

8. Inspection: The Superintendent of Stationery inspected the stock of Stationery and Forms in several offices located at the Headquarters of the Kadur and Chitaldrug Districts and in some offices of Mysore City.

The work of the Stationery Depot during the year was satisfactory.

10/41

for Secretary to Government,
Development Department.

To

The Superintendent of Stationery, Bangalore.
The Comptroller to Government of Mysore.
Press Table.

Tsn/3.

41

REPORT ON THE WORKING OF THE GOVERNMENT STATIONERY DEPÔT FOR THE YEAR 1939-40.

WITH THE GOVERNMENT REVIEW THEREON.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. & F. 4305-6—P. & S. 34-40-4, dated 17th December 1940.

Administration Report.

Reviews the —— of the Government Stationery Depot for the year 1939-40.

READ—

Letter No. 500, dated 3rd September 1940, from the Superintendent of Stationery, Bangalore, submitting the report on the working of the Government Stationery Depot, Bangalore, for the year 1939-40.

ORDER No. A. & F. 4305-6—P. & S. 34-40-4, DATED BANGALORE, THE 17TH DECEMBER 1940.

Recorded.

2. *Superintendence.*—Mr. B. Krishnaswamy Chetty was in charge of the Stationery Depot throughout the year.

3. *Value of Stock.*—The value of the stock at the beginning of the year was Rs. 1,38,887, to which new stock of the value of Rs. 2,44,287 was added by purchase or otherwise. Supplies to the value of Rs. 2,49,825 were made to the several offices of the State, leaving a closing balance of stock of the value of Rs. 1,33,348.

4. *Purchases.*—The value of purchases made through the Stores Purchase Committee was Rs. 2,28,681. Articles manufactured in Mysore, costing Rs. 1,84,652, were purchased, as against Rs. 97,066 in the previous year. The value of the articles of Indian manufacture purchased, excluding those of Mysore, was Rs. 7,055 as against Rs. 55,700 in the previous year.

5. *Expenditure.*—The expenditure on the administration of the Stationery Depot during the year was Rs. 8,259 against Rs. 6,710 for the year 1938-39.

6. *Receipts.*—The total demand against various paying departments, etc., including arrears of Rs. 31,558 of the previous year, stood at Rs. 1,17,716 and the total receipts amounted to Rs. 65,363, leaving a balance of Rs. 52,353. The arrears are heavy and should be reduced at an early date.

7. *Supply of Stationery and Forms.*—The standing lists of all offices for the supply of stationery were revised during the year and enhanced supplies, both of stationery and of forms and registers, were made on the basis of the revised lists, in full in the case of "essential stationery articles" and at 50 per cent in the case of other articles.

8. *Inspection.*—The Superintendent of Stationery inspected the stock of stationery and forms in several offices located at the headquarters of the Kadur and Chitaldrug Districts and in some offices of Mysore City.

The work of the Stationery Depot during the year was satisfactory.

C. E. NORONHA,
Secretary to Government,
Development Department.

To—The Superintendent of Stationery, Bangalore.
The Comptroller to Government.
PRESS TABLE.

Exd.—C. E.

WD 1091—GPB—370—27-12-40

No. S. 500.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT,
Bangalore, dated 30th Aug.—3rd Sept. 1940.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
Superintendent of Stationery,
Bangalore.

To

CHARLES E. NORONHA, ESQ., M.A.,
Secretary to the Government
of His Highness the Maharaja of Mysore,
Development Department,
Bangalore.

SIR,

I have the honor to submit herewith the report on the working of the Government Stationery Depot, Bangalore, for the year 1939-40.

2. *Superintendence.*—I was in charge of the office throughout the year.

Mr. K. Sri Vijayapaliah, who was appointed Sub-Assistant Superintendent, Government Press, in Notification No. A. F. 3743—P. & S. 108-38-14, dated 26th January 1940, was in immediate charge of the Depot from 15th January 1940 to the end of the official year.

3. *Value of stock.*—The opening balance of stock at the beginning of the year was Rs. 1,38,886-12-1 against Rs. 1,28,977-10-3 in the previous year. New stock valued at Rs. 2,44,287-3-1 as per statement given below was either purchased or received from the Press and other offices, making the value of stock, Rs. 3,83,173-15-2 against Rs. 3,54,891-10-7 in the previous year. The value of issues to the several offices amounted to Rs. 2,49,825-7-11 against Rs. 2,16,604-14-6 in the previous year, leaving a balance of stock of Rs. 1,33,348-7-3 at the end of the year against Rs. 1,38,886-12-1 in the previous year.

Statement showing the details of new stock added during the year.

Sl. No.	Description	1938-39			1939-40		
		Rs.	a.	p	Rs.	a.	p.
1	Value of papers and stationery purchased ...	2,19,491	12	9	2,29,858	10	7
2	Value of blank books, etc., received from the Press	5,885	6	0	13,741	12	6
3	Value of articles received from various offices ...	536	13	7	686	12	0
	Total ...	2,25,914	0	4	2,44,287	3	1

Value of stock at the Government Branch Press, Mysore.—The following statement gives the details of stock of papers and stationery articles held by the Government Branch Press, Mysore, during the year.

Sl. No.	Description	Value
		Rs. a. p.
1	Opening balance of paper and stationery on 1st July 1939 ...	15,460 13 8
2	Receipts during the year	46,998 3 0
	Total stock ...	62,459 0 8
3	Issues during the year	45,228 10 7
	Closing balance of stock on 30th June 1940 ...	17,230 6 1

s

4. *Realisations from Paying Departments.*—The total demand against various Paying Departments towards the cost of stationery articles and printing paperr supplied to them during the year, including half the cost of paper supplied fo printing the forms, registers and cheque books of the Municipal Councils and Local Bodies, which is charged to them in accordance with Government Order No. L. 821-7-34—P. & S. 86-24-172, dated 6th April 1931 and L. 7824-43—169-34-4, dated 9—10th April 1935 was Rs. 86,157-3-7 against Rs. 75,814-1-0 in the previous year. Including the arrears of previous years amounting to Rs. 31,558-6-10, the aggregate demand stood at Rs. 1,17,715-10-5.

Against this demand, a sum of Rs. 24,465-13-2 in respect of the previous years and Rs. 40,897-1-9 out of the current year's demand was realised, bringing the total receipts to Rs. 65,362-14-11 against Rs. 79,541-11-8 in the previous year. Bills to the extent of Rs. 5,691-6-0 were also received duly accepted by the Departments and are under adjustment in the Comptroller's office in the accounts of the year. There has been a steady improvement in the revenue receipts from year to year on account of increased supplies to Paying Departments and special measures taken for adjustment of dues as per circulars of the Government.

The total pendency of bills including those sent to the Municipalities and Local Boards was Rs. 52,352-11-6 comprising Rs. 7,092-9-8 out of the previous years' arrears and Rs. 45,260-1-10 out of the current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government circular No. G. 3710-60—P. & S. 24-35-6, dated 12th November 1935. Departmental circulars have also been issued and the Comptroller has been addressed to adjust all pending bills up to end of December 1939. It will be observed that the pendency of previous years' bills has been appreciably reduced.

5. *Purchases.*—Purchases were made as in previous years through the Secretary, Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, purchases were made locally, mostly of articles not stocked for general supply to meet the demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase Committee amounted to Rs. 2,28,680-8-4 as against Rs. 2,16,795-7-10 in the previous year, while that of casual purchases was Rs. 1,178-2-3 against Rs. 2,696-14-11 in the previous year. Casual purchases comprised mostly of superior quality of note papers and covers for the offices of the Members of Council and the Dewan, and of printing papers of heavy substance specially got from the Mysore Paper Mills for printing the State Administration Report and other special works.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value:—

Statement showing the details of Stationery and Papers purchased during the year 1939-40.

No.	Name of firm	Description of articles	Amount		
			Rs.	a.	p.
	Messrs.—				
1	Spicers (Export) Co., Ltd., London ...	Baskervellum Note Paper and Envelopes.	287	7	9
2	John Dickinson & Co., Ltd., London.	Colour Boards, Metallic Note Books, Art Papers, Royal, Double Crown and Medium.	1,958	0	8
3	Charles Morgan & Co., Ltd., Madras	Cover papers, Colour papers and Kraft paper.	5,536	10	1
4	J. B. Advani & Co., Madras ...	Kraft paper, Printing Double Foolscap 16 lbs. rough and Straw Boards.	3,236	6	0
5	P. Orr & Sons, Madras ...	Castle Drawing papers ...	1,238	8	0
6	The Madras Pencil Factory, Madras	Black-lead, Coloured and Copying pencils.	938	14	3
7	The Cawnpore Woollen Mills ...	Superior Green Baiza ...	201	15	3
8	Lindner & Co., Bangalore ...	Superior nibs and Kraft paper ...	219	9	4
9	Burmah Shell Oil Storage and Distributing Co. of India Ltd., Madras.	Candles ...	302	8	0
10	Wilson & Co., Madras ...	White Blotting paper ...	2,903	4	0
11	Punalur Paper Mills, Ltd., Punalur...	Brown Cartridge papers, 140 lbs. and 156 lbs.	754	3	3
12	D. Gestetner & Co., Ltd., Madras ...	Cyclostyle Impression paper, T. W. and H. W. Stencil papers and Ink tubes.	1,564	14	0
13	The Bharat Carbon and Ribbon Manufacturing Co., Ltd., Madras.	T. W. Carbon, Pen and Pencil Carbon papers.	1,349	0	0
14	The Mysore Paper Mills, Ltd., Bhadravathi.	White Printing, Azurelaid, Badami, Brown Cartridge, T. W. Thick and Thin and Special quality Printing papers.	1,76,432	15	2
15	The Bombay Stationery Mart, Bombay.	Litho Ink fine, Sable Hair Brushes, Ink Glasses with metal caps and Drawing Pins.	320	0	0
16	The Modern Stationery Mart, Madras	Kraft paper and Straw Boards ...	834	3	0
17	Desi Ink Works, Bangalore ...	Blue Black Red and Ink powders and Blue Black Ink Jars.	4,985	11	0
18	The Superintendent, Government Industrial School, Channapatna	Pen-holders and Paper Weights ...	336	12	0
19	M. A. Salam Abdul Majeed & Co., Bangalore.	Stationery Articles and Papers ...	3,840	14	3
20	T. M. Abdul Gaffoor & Co., Bangalore.	Stationery Articles, Straw Boards, Printing Double Foolscap 16 lbs. rough, white Paste Boards.	7,997	0	9
21	The Government Lac Factory, Mysore	Sealing wax ...	400	0	0
22	Khoday Ribbon Manufacturing Co., Bangalore.	Typewriting Ribbons ...	607	8	0
23	The Superintendent, Government Soap Factory, Bangalore.	Liquid Gum bottles and Quick Fix ...	186	7	0
24	The Superintendent, Central Jail, Bangalore.	Cotton Tags, Country Red Tape ...	344	13	0
25	Abdul Cureem & Sons, Bangalore ...	Kora Long Cloth ...	786	5	3
26	The Typewriter and Office Appliances & Co. (India), Ltd., Madras.	Typewriting Ribbon and Tracing cloth.	8,998	12	0
27	Saliah Warehouse, Bangalore ...	India Rubber pieces ...	56	4	0
28	The Government Electric Factory, Bangalore.	Bakelite Ink stands ...	184	8	0
29	Karim Baksh & Sons, Nizamabad ...	Needles ...	125	0	0
30	Katta Subba Rao, Ellore ..	Candle-stands with Globes and Ink and Pencil Erasers.	150	0	0
31	Z. A. Deen & Co., Bangalore ...	Candles ...	231	14	0
32	J. V. Navlakhi & Co., Bombay	Colour Cakes and Pen-knives ...	734	6	0
33	Institute of Home and Cottage Industries, Mysore.	Superior Cotton Tags ...	71	14	0
34	The Central Institute for Defectives, Mysore.	Thablak Thread ...	83	8	6
35	Parry & Co., Ltd., Bangalore ...	Candles ...	302	7	10
36	Industrial and Scientific Works, Bangalore.	Candles and Phono Pencils ...	187	0	0
		Total ...	2,28,680	8	4
		Casual Purchases ...	1,178	2	3
		Grand Total ...	2,29,858	10	

The bulk of the requirements of printing, writing and other kinds of papers was obtained from the Mysore Paper Mills, Ltd., Bhadravati, only such of the papers as were not made by the Mills, *viz.*, Azurelaid papers of heavy substance, blotting paper. etc., and stationery articles being purchased elsewhere in the Indian Market.

Articles of Mysore manufacture purchased during the year comprised pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick fix bottles from the Government Soap Factory, Bangalore; sealing wax from the Government Lac Factory, Bangalore; blue-black, red ink powders and blue-black ink jars made by the Desi Ink Works, Bangalore City; superior cotton tags from the Institute of Home and Cottage Industries, Mysore; kora long cloth manufactured by the Mysore Spinning and Manufacturing Co., Ltd., Bangalore, supplied by Messrs. Abdul Cureem and Sons, Bangalore; thablak thread made by the Central Institute for Defectives, Mysore; cotton tags and country red tape from the Central Jail, Bangalore; bakelite ink-stands made by the Government Electric Factory, Bangalore; Khoday T. W. ribbons manufactured by the Khoday Ribbon Manufacturing Co., Bangalore; "Steady Light" candles made by Messrs. Z. A. Deen & Co., Bangalore; and papers manufactured by the Mysore Paper Mills, Ltd., Bhadravati. The value of such purchases was Rs. 1,84,652-3-11 against Rs. 97,066-4-5 in the previous year, the increase being due to the purchase of more kinds of papers from the Mysore Paper Mills.

The aggregate value of articles of Indian manufacture excluding those of Mysore referred to above purchased during the year was Rs. 7,055-4-7 against Rs. 55,700-1-1 in the previous year. The disparity is due to the purchase of paper from the Mysore Paper Mills being classified as Mysore products. The articles included white blotting paper manufactured by the Bengal Paper Mills Co., Calcutta; thick brown cartridge papers made by the Punalur Paper Mills, Ltd., Punalur; typewriting carbon, pen and pencil carbon papers made by the Bharat Carbon and Ribbon Manufacturing Co., Ltd., Madras; superior green baize made by the Cawnpore Woollen Mills; black-lead, coloured and copying pencils from the Madras Pencil Factory, Madras; "Cock and Key" brand stearine candles manufactured in Burma, supplied by Messrs. Parry & Co., Ltd., Bangalore; "Belmont" candles from the Burmah-Shell Oil Storage and Distributing Co. of India, Ltd., Madras; and needles made by Messrs. Karim Baksh & Sons, Nizamabad. All other varieties of papers and stationery articles were of foreign origin, but all of them except those supplied by the firms Nos. 1 and 2 were supplied by local or Indian firms. Local and Indian manufactures are being encouraged largely.

6. *Issues.*—The total number of issues during the year under report, including the issues of papers and binding materials to the Press was 2,430 against 1,921 in the previous year. Of this number, 684 were on Standing Lists, the remainder being advances, balances and additional supplies on Standing Lists. The total value of issues, excluding the issues of paper and binding materials to the Press, was Rs. 1,28,500-10-1 against Rs. 99,147-15-1 in the previous year. The following statement shows the names of departments to which supplies were made and the value of supplies made to each.

Statement showing the value of issues made during the year 1939-40.

Sl. No.	*Name of Department.*	*Amount* Rs.	a.	p.
1.	Judicial ...	3,409	10	7
2.	Revenue ...	10,303	2	6
3.	Public Works Department..	9,330	0	6
4.	Forest ...	2,598	0	9
5.	Police ...	1,715	10	10
6.	General and Revenue Secretariat ...	1,450	3	4
7.	Treasuries ...	728	6	0
8.	Agriculture ...	4,510	7	6
9.	Railways ...	2,035	11	0
10.	University ...	3,781	10	0
11.	Education ...	3,739	7	7
12.	Medical ...	2,625	11	3
13.	Income-tax ...	387	0	0
14.	Excise ...	787	13	7
15.	Geological Department ...	152	3	5
16.	Palace ...	400	4	6
17.	Meteorological Department	61	14	5
18.	Stamps ...	185	13	5
19.	Registration ...	828	2	9
20.	Lock-Ups ...	267	15	7
21.	Other Departments, such as Military, Co-operative Societies, Electrical, etc.	34,729	8	2
22.	Government Branch Press, Mysore ...	44,471	12	5
23.	Government Central Press	1,21,324	13	10
	Total value of issues ...	2,49,825	7	11

The total cost of paper, etc., supplied to the Central Press amounted to Rs. 1,21,324-13-10 against Rs. 1,16,856-15-5 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily :—

Offices newly created or those to which supply was commenced.

1. The Deputy Commissioner, Treasury Department, Mandya.
2. The Sub-Division Officer, Channagiri, Bhadravati Sub-Division.
3. The Census Superintendent in Mysore, Bangalore.
4. The Superintendent, Prisoners Camp, Byramangala.
5. The Superintendent, Prisoners Camp, Thippaganahalli.
6. The Superintendent, Sub-Jail, Tirthahalli.
7. The Manager, Rural Welfare Centre, Doddballapur.
8. The Executive Engineer, Byramangala Sub-Division, Bangalore.
9. The Executive Engineer, Tarring Sub-Division, Mysore.
10. The Superintendent, Sub-Jail, Shimoga.
11. The Amildar, Bangalore North.
12. The District Educational Officer, Mandya.
13. The District Officer, Bus Section, Kolar.
14. The Secretary, Vidhuraswatha Disturbances Enquiry Committee, Bangalore.
15. The Paddy Special Officer, Marthur Farm.
16. Do Nagenahalli.
17. The Special Officer, City Drainage Division, Bangalore.
18. The Jail Reforms Committee, Bangalore.
19. The Committee for drawing the specification for Electrical Requirements.
20. The Amildar, Malvalli Irwin Canal Section.
21. The Amildar, Shikarpur Irwin Canal Section.
22. The Deputy Commissioners and Amildars (Stationery supply for the preparation of Electoral Rolls of R. A. and L. C.)
23. The President, Municipal Council, Mysore.(do)
24. The Health Officer, Malaria Survey Unit, Krishnarajnagar.
25. The Shimoga Water Works.
26. The Director of Agriculture (for the use of 32 Ranges.)
27. The Director of Agriculture (for the use of 12 Ranges.)
28. The Government Director, Industrial Concerns, Bangalore.
29. The Principal, Mysore Forest Rangers' School, Bangalore.
30. The Head Master, S. K. V. D. Patasala, Chikkanahalli.
31. The Head Master, Agricultural School, Somanahalli.

32-40. The Deputy Commissioners, Rural Water Works Scheme.

41. The Chairman, Bench Magistrate's Court, Chikmagalur.
42. The Chairman, Bench Magistrate's Court, Magadi.
43. The Special First Class Magistrate for the trial of Mokshagundam Krishnamurthi's Murder Case.
44. The Assistant Engineer, Bhadra Reservoir Project Division, Shimoga.
45. The Superintendent, Vani Vilas Water Works (for the use of Meter Section), Mysore.
46. The Special Land Acquisition Officer, Closepet.

Offices abolished or those to which supply was discontinued.

1. The Secretary, Vidhuraswatha Disturbances Enquiry Committee, Bangalore.
2. The Executive Engineer, Shimsha New Project Division, Shimsha.
3. The Additional Second Munsiff, Bangalore.
4. The Secretary, Committee for Constitutional Reforms, Bangalore.

Thus there was a net increase of 42 in the number of offices to which supplies were made from the Stationery Depot during the year.

7. *Expenditure.*—The expenditure of the Stationery Depot during the year under report was Rs. 8,259-4-0 against Rs. 6,710-5-9 in the previous year, which is classified under the following heads:—

		Rs.	a.	p.
1. Establishment ...	...	6,337	1	0
2. Contingencies ...	...	1,922	3	0
Total	...	8,259	4	0

The charges incurred on the handling and storage of stocks work out to about three per cent as in the last year.

8. *Indents for Forms.*—Two hundred and eight indents for forms were received during the year against 160 in the previous year. Forms and registers due on the 25 Standardised Lists were complied with. Supplies were made in some cases on stray requisitions. The work of standardisation of the forms of the Public Works, Police, Health and Revenue Survey departmental forms is being continued. As in previous years, supply of full quantities of forms and registers was made under Government orders to the Income-tax, Electrical, Police, Insurance, Education and the Local Examinations Boards offices. About twenty kinds of revenue collection forms were supplied to all the Amildars of taluks as per list furnished by the Press Committee through the Revenue Commissioner. Full quantity of certain Cattle Census forms was supplied to all the Deputy Commissioners of Districts as per Government Order No. R. 3203-62—R. M. 51-38-1, dated 22nd November 1939. The indents for Record of Rights forms and registers and Toll-gate ticket books received from the Superintendent of Land Records, Survey and Settlement and the Deputy Commissioners of Districts were complied with in full as in previous years.

The reduction of 50 per cent in the general supply of forms and registers was continued during the year, enhanced supplies at 75 per cent being made in the case of "Essential" forms and registers required for everyday use in accordance with Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938.

Full quantities of all the forms and registers of various departments were made to the newly formed Mandya District.

Certain new forms and registers were printed and supplied to the Secretary, War Relief Committee and Prison Reform Committee as per their requisitions.

Several forms and registers required for the use of the S.S.L.C. Supplementary Examinations under old rules have been printed and supplied as per Government Order No. A. F. 1018—P. & S. 2-39-28, dated 14th September 1939.

9. *Stock-taking.*—The annual stock-taking of the Stores as on 2nd January 1940 was carried out. The value of excesses found was Rs. 5,177-3-0 and that of deficiencies was Rs. 4,186-10-8. The result has been reported to Government and the excesses and deficiencies will be adjusted on receipt of the Government Orders. The Issue, Receipt and Stock Registers were maintained in a satisfactory condition.

10. *Statistics of Business.*—During the year under report, 6,623 letters were received, of which 4,845 were replied, 1,705 were disposed of by complying with the requisitions contained in them for balance of stationery articles, advances and additional supplies on Standing Lists and by issue of work dockets for printing of the works, 20 were under correspondence about revision of Standing Lists and the remaining 53 were pending disposal.

Eight thousand eight hundred and twenty-four letters pertaining to forms and registers were received during the year, of which 4,669 were replied and the rest were disposed of by complying with the requisitions for balances, etc.

11. *Stationery Articles and Forms Supplied.*—The Standing Lists of stationery articles of all offices were revised during the year in accordance with Government Order No. G. 10205-50—P. & S. 50-32-11, dated 27th June 1938 and enhanced supplies were made to all offices from the 1st July 1939 on the basis of the revised lists at full quantities in the case of all "Essential" articles. Due to the continuance of the financial stringency and the reduction in the budget grants for

paper and stationery "Luxury" articles were issued at 50 per cent only as in previous years. There was however still a large number of requisitions for advances and additional supplies. To meet the urgent needs of office work and correspondence, advances were issued when asked for and the same adjusted from the annual supplies. Additional supplies of the value of Rs. 1,222-8-6 were also made during the year under Government Orders. With the completion of supplies according to revised Standing Lists by the end of the official year the requirements of all offices were satisfactorily met.

Supplies of stationery and forms were made under Government Orders to 46 new offices noted above.

Full supplies of stationery articles were made to certain Paying Departments like the Electrical, Insurance, Record of Rights and Land Records, as in previous years.

Since the present supplies of forms and registers made to most offices were found to be inadequate, a reference was made to Government and orders obtained in Government Order No. A. F. 6398-467—P. & S. 2-39-160, dated 17th May 1940, for the issue of full quantities of such of the forms and registers in the Standing Lists as are intimated in good time and in the case of non-standardised indents, such of the forms as are included in the annual indents sent within the scheduled time provided the indent for any item does not exceed the average annual consumption during the previous three years. This arrangement is expected to give relief to the offices and facilitate proper supplies according to the requirements of each office.

The registers and forms noted below were newly introduced and were printed and supplied in accordance with the Government Orders noted against each.

No.	*Registers and Forms.*	*No. and date of Government Order.*
1.	Two kinds of Mutchalika forms, 'A' and 'B' to the Sub-Division officer, Mandya.	G. O. No. R. 6728-31—L. R. 505-38-2, dated 30th June 1939.
2.	Reminder forms to the Director of Public Instruction in Mysore, Bangalore.	G. O. No. E. 55—Edn. 323-38-4, dated 5th July 1939.
3.	Printing and supply of new forms to the Agricultural Engineer, Bangalore.	G. O. No. D. 245-7—Agri. 315-38-1, dated 6th July 1939.
4.	Perforated Migration Certificate in book form to the Director of Public Instruction.	G. O. No. E. 186—Edn. 323-38-5, dated 14th July 1939.
5.	Printing and supply of certain forms to the Director of Industrial Concerns.	G. O. No. D. 573-5—I. & C. 17-39-2, dated 17th July 1939.
6.	Revised form of certificate to the Chief Commandant, Mysore State Troops.	G. O. No. R. 595-7—L. R. 61-39-2, dated 21st July 1939.
7.	Printing and supply of 1,000 copies of forms under Workmen's Compensation Act under Section 15, to the Director of Industries and Commerce.	G. O. No. D. 715—I. & C., dated 26th July 1939.
8.	Water Consumption Cards and loose leaves for preparing Consumption Register to the Director of Public Health.	G. O. No. L. 1103-6—Ml. 27-39-2, dated 29th July 1939.
9.	Weekly Report forms pertaining to the Coffee Borer Works to the Director of Agriculture.	G. O. No. A. F. 276-8—Agri. 92-38-4, dated 7th August 1939.
10.	Twenty-two kinds of forms for the use of the Princess Krishnajammanni Sanatorium, Mysore.	G. O. No. 1451—Med. 21-31-4, dated 8th August 1939.
11.	File Wrappers to the Superintendent of Sericulture in Mysore, Bangalore.	G. O. No. D. 1025-27—Seri. 12-39-2, dated 11th August 1939.
12.	Certain Acquisition forms to the Sub-Division Officer, Tumkur.	G. O. No. A. F. 580—P. & S. 2-39-17, dated 21st August 1939.
13.	Receipt Books to the Publicity Officer to Government.	G. O. No. A. F. 689—P. & S. 2-39-18, dated 25th August 1939.
14.	Log Books to the Executive Engineer, Water Supply Division, Bangalore.	G. O. No. A. F. 705—P. & S. 2-39-20, dated 26th August 1939.
15.	Boiler Inspection Report forms to the Director of Industries and Commerce.	G. O. No. D. 1215-17—I. & C. 13-39-2, dated 28th August 1939.
16.	Revised date reserve lists to the Excise Commissioner.	G. O. No F. 1215-7—Ex. 28-39-2, dated 26-30th August 1939.
17.	Three kinds of forms to the Superintendent, Mysore Jail.	G. O. No. B. 1393—Pris. 13-39-2, dated 4th September 1939.

No.	Registers and Forms.	No. and date of Government Order.
18.	Confidential envelopes to the Inspector-General of Police in Mysore, Bangalore.	G. O. No. P. 1649—Pol. 52-39-4, dated 9th September 1939.
19.	W. S. S. No. 2, to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G. O. No. G. 2674-5—P. H. 12-39-4, dated 11th September 1939.
20.	Pedigree Forms to the Chief Commandant, Mysore State Troops, Bangalore.	G. O. No. G. 2860-3—Mily. 27-39-4, dated 18th September 1939.
21.	Flag Sheets.	G. O. No. A. F. 1283-4—Ft. 6339-2, dated 21st September 1939.
22.	Forms required for monthly, quarterly and annual reports for use in the Bureau of Epidemiology to the Director of Health.	G. O. No. G. 3138-40—P.H. 12-39-2, dated 24th September 1939.
23.	Forms and books under Mysore Power Alcohol Act, 1939.	G. O. No. A. F. 1445-9—Agri. 317-8, dated 29th September 1939.
24.	Two kinds of Issue and Receipt Registers for the use of the Durbar Surgeon and Medical Officer, Krishnarajendra Hospital, Mysore.	G. O. No. G. 3295-8—Med. 81-39-2, dated 30th September 1939.
25.	Two kinds of Daily Rainfall Cards to the Meteorologist.	G. O. No. G. 3365—G. M. 61-39-2, dated 4th October 1939.
26.	Five kinds of forms to the Director of Public Health.	G. O. No. G. 3562-4—P. & H. 12-39-2, dated 11th October 1939.
27.	Visitors' Pass for the use of the Hospital.	G. O. No. G. 3585—Med. 285-38-4, dated 14th October 1939.
28.	Measurement Books to the Wood Preservation Plant, Bhadravati.	G. O. No. A. F. 1888-90—Ft. 60-39-2, dated 19th October 1939.
29.	Akarband Duraste Register to the Superintendent of Land Records and Survey.	G. O. No. R. 2681-92—L. S. 16-39-2, dated 30th October 1939.
30.	New Register for accounting the amounts received and copies issued in respect of High Court Reports, to the Superintendent, Government Central Book Depot.	G. O. No. A. F. 1960—P. & S. 2-38-164, dated 30th October 1939.
31.	Leave Calculation Sheets to all offices.	G. O. No. F. 2416-7—G. F. 157-39-2, dated 1st November 1939.
32.	Letter heads indicating details of bills, etc. to the Sanitary Engineer.	G. O. No. G. 4114-5—P. H. 12-39, dated 9th November 1939.
33.	Certain forms and registers required for use in the Bureau of Sanitary Engineering Department.	G. O. No. G. 4189-9—P. H. 12-39-10, dated 11th November 1939.
34.	Certain forms to the Agricultural School, Somenahalli.	G. O. No. A. F. 2243—P. & S. 1-39-75, dated 14th November 1939.
35.	Letter of authority of Pledge to the Executive Engineers on indents.	G. O. No. A. F. 2267—P. & S. 2-39-50, dated 15th November 1939.
36.	Gauge Cards to all the Executive Engineers on indents.	G. O. No. A. F. 2269—P. & S. 2-39-49, dated 15th November 1939.
37.	Certain new forms to the Chief Commandant, Mysore State Troops, Bangalore.	G. O. No. G. 4423-6—Mily. 27-39-6, dated 18th November 1939.
38.	Progress Report on the execution of works for the use of the Executive Engineers.	G. O. No. A. F. 2351—P. & S. 2-39-56, dated 21st November 1939.
39.	Eleven kinds of forms required for use in the Water Supply Division, Bangalore.	G. O. No. A. F. 2484—P. & S. 2-39-57, dated 25th November 1939.
40.	" A " Form Mutchalika to Agriculture Department.	G. O. No. A. F. 2550-61—Agri. 9-39-5, dated 29th November 1939.
41.	Three more new forms to the Water Supply Division, Bangalore.	G. O. No. A. F. 2591—P. & S. 2-39-60, dated 2nd December 1939.
42.	Revised Forms of Subsidiary Register of receipts to Treasuries.	G. O. No. T. 1698-1712—R. T. 27-39-4, dated 6th December 1939.
43.	Sixteen kinds of forms under Insurance Act, 1939, to the Superintendent of Insurance in Mysore, Bangalore.	G. O. No. A. F. 2749-51—P. & S. 10-39-4, dated 11th December 1939.
44.	Interim Mutchalika and the Title Deed forms to the Deputy Commissioner, Bangalore.	G. O. No. R. 3874-6—L. R. 372-39-2, dated 21st December 1939.
45.	English and Kannada Notices and Chart for use in the 111 Section of the Irwin Canal Division.	G. O. No. A. F. 3325—P. & S. 2-39-29, dated 5th January 1940.
46.	Log Books for use in the Kolar Gold Fields Water Works to the Bureau of Sanitary Engineering.	G. O. No. G. 6137-9—P. & H. 95-39-2, dated 13th January 1940.
47.	Four kinds of Road Borne Statistics forms to the Director of Industries and Commerce.	G. O. No. A. F. 3605—P. & S. 2-39-89, dated 18th January 1939.
48.	Combined Case Sheet and Temperature Chart to the Medical Officer, Victoria Hospital, Bangalore.	G. O. No. G. 6943—Med. 21-39-12, dated 5th February 1940.

No.	Registers and Forms.	No. and date of Government Order.
49.	Lorry Log Books to the Executive Engineer of Divisions	G. O. No. A. F. 4228—P. & S. 2-39-105, dated 14th February 1940.
50.	Statement of cases submitted forms to the Chief Engineer of Mysore.	G. O. No. A. F. 4265—P. & S. 2-39-106, dated 15th February 1940.
51.	Three kinds of books to the Sub-Registry Office, Shimoga.	G. O. No. R. 5008—L. S. 40-39-2, dated 23rd February 1940.
52.	Contribution Khate and Khirdi to the Amildar, French-Rocks Taluk.	G. O. No. A. F. 4368—P. & S. 2-39-40, dated 27th February 1940.
53.	Loan Investigation Report forms to the Director of Industries and Commerce in Mysore.	G. O. No. A. F. 4371—P. & S. 2-39-112, dated 27th February 1940.
54.	Supply of Covers with addresses to the Secretary, Public Works Department.	G. O. No. A. F. 4893—P. & S. 2-39-135, dated 13th March 1940.
55.	Notice to Loan-holders Form No. 111 to the Amildar, Shikarpur Taluk.	G. O. No. A. F. 5162—P. & S. 2-39-129, dated 28th March 1940.
56.	Covers with addresses to the Census Superintendent in Mysore, Bangalore.	G. O. No. A. F. 5176—P. & S. 2-39-130, dated 29th March 1940.
57.	Supply of six bound ruled books of 400 pages each.	G. O. No. A. F. 5511—P. & S. 2-39-138, dated 10th April 1940.
58.	V. Notch Guage Reading Forms to the Executive Engineer, Anjanapur Division.	G. O. No. A. F. 5552—P. & S. 2-39-141, dated 11th April 1940.
59.	Printing and supply of certain forms pertaining to Patent and Designs to the Director of Industries and Commerce.	G. O. No. D. 5244—Pat. 1-39-6, dated 14th May 1940.
60.	Guage Cards to the Assistant Engineer, Bhadra Reservoir Project Sub-Division.	G. O. No. A. F. 6485—P. & S. 2-39-163, dated 20th May 1940.
61.	Formal Acknowledgment Cards to the Director of Industries and Commerce in Mysore.	G. O. No. D. 5432-33—I. & C. 602-39-2, dated 30th May 1940.
62.	Mutchalika Forms to the Director of Agriculture in Mysore, Bangalore.	G. O. No. A. F. 6724-6—Agri. 57-39-6, dated 3rd June 1940.
63.	Excess Water Revenue Demand, Collection and Balance Ledger, to the President, City Municipal Council, Mysore.	G. O. No. L. 10350-4—Ml. 190-38-2, dated 24th June 1940.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the Government Order noted against each :—

No.	Registers and Forms.	No. and date of Government Order.
1.	Sale Notification and Jafti Patti Forms to the Amildar, Closepet Taluk.	G. O. No. G. 13367—P. & S. 2-38-151, dated 30th June 1939.
2.	Task Work Statement Forms to Marconahalli Reservoir Division.	G. O. No. G. 25—P. & S. 2-38-155, dated 1st July 1939.
3.	Nine kinds of Financial Forms to the Director of Sandalwood Oil Factory, Mysore.	G. O. No. G. 986—P. & S. 2-39-5, dated 21st July 1939.
4.	Field Note Books to the Economic Botanist and Agricultural Chemist.	G. O. No. A. F. 248-50—Agri. 9-39-2, dated 5th August 1939.
5.	Pay Bill and T. A. Bill Forms to the Deputy Commissioner, Tumkur District.	G. O. No. A. F. 448—P. & S. 2-39-10, dated 15th August 1939.
6.	P. W. Cash Book to the Executive Engineer, Kolar Division.	G. O. No. A. F. 1281—P. & S. 2-39-30, dated 21st September 1939.
7.	Certain forms to the Irwin Canal Farm.	G. O. No. A. F. 1383-4—Agri. 53-39, dated 26th September 1939.
8.	Three kinds of Criminal Forms and Registers to the Second City Magistrate's Court, Mysore.	G. O. No. A. F. 1492—P. & S. 2-39-32, dated 2nd October 1939.
9.	Jail Warrent and Fine Levy Warrant Forms to the Special Magistrate, Kolar Gold Fields.	G. O. No. P. 2540—C. S. 4-39-17, dated 5—6th October 1939.
10.	Task Work Statement Forms and pay bill forms to the Executive Engineer, Mysore.	G. O. No. A. F. 1949—P. & S. 2-39-41, dated 28th October 1939.
11.	Seven kinds of Financial Forms for use in connection with the Ante-Genuia worm operation in the Chitaldrug District to the Director of Public Health.	G. O. No. G. 4190—P. & H. 40-39-4, dated 11th November 1939.
12.	Rainfall Cards to the Deputy Commissioner, Hassan District.	G. O. No. A. F. 2508—P. & S. 2-39-59, dated 28th November 1939.
13.	Financial Forms required for use of Malaria control work of Belur Town.	G. O. No. A. F. 3211—P. & S. 1-39-104, dated 22nd December 1939.
14.	Financial Forms to the Special, Officer, City Drainage Division, Bangalore.	G. O. No. A. F. 3763—P. & S. 2-39-64, dated 27th January 1940.

15.	Certain forms to the Prisoners' Camp at Thippaganahalli.	G. O. No. P. 767-72—Pris. 93-39-2, dated 22nd February 1940.
16.	Day Book and Ledger to the Deputy Commissioner, Tumkur District	G. O. No. A. F. 4382—P. & S. 2-39-109, dated 27th February 1940.
17.	Five kinds of Revenue Forms for the use of the Irwin Canal Branch of the French-Rocks Taluk.	G. O. No. A. F. 4737—P. & S. 2-39-117, dated 2nd March 1940.
18.	Forest Cash Book and Cash Sheets to the Officer-in-charge of Working Plans and Forest Surveys, Bangalore.	G. O. No. A. F. 4711—P. & S. 2-39-118, dated 2nd March 1940.
19.	Measurement Books of 50 pages to the City Drainage Division, Bangalore.	G. O. No. A. F. 5307—P. & S. 2-39-136, dated 4th April 1940.
20.	Water Supply Forms and Books to the Bureau of Sanitary Engineering.	G. O. No. A. F. 5617—P. & S. 2-39-143, dated 15th April 1940.
21.	Five kinds of Medical forms and registers to the Vice-President, Government Ayurvedic and Unani College, Mysore.	G. O. No. A. F. 5701—P. & S. 2-39-147, dated 19th April 1940.
22.	Chellan Books to the District Treasury, Shimoga District.	G. O. No. A. F. 5831—P. & S. 2-39-150, dated 25th April 1940.
23.	Measurement Books for Roads and other works to the Executive Engineer, Jog Falls Project Division.	G. O. No. A. F. 5859—P. & S. 2-39-151, dated 25th April 1940.
24.	Three kinds of Measurement books to Irwin Canal Construction Division, Mandya.	G. O. No. A. F. 6487—P. & S. 2-39-162, dated 20th May 1940.
25.	Savings Bank Ledger to the Comptroller to Government, Bangalore.	G. O. No. Fl. 7286-7—G. F. 169-39-6, dated 31st May 1940.
26.	Revenue Form No. 186 Acknowledgment Form to the Deputy Commissioner, Bangalore.	G. O. No. A. F. 6961—P. & S. 2-39-174, dated 19th June 1940.

12. *Important Administrative Measures.*—(1) The Standing Lists of stationery of all offices were revised during the year and enhanced supplies were made at 100 per cent in the case of "Essential" stationery articles and 50 per cent of "Luxury" articles with effect from 1st July 1939 as per Government Order No. G. 1025-50—P. & S. 50-37-11, dated 27th June 1938.

(2) Supply of full quantities of forms and registers out of the standardised indents intimated in good time and in the case of non-standardised indents such as are included in the annual indents sent within the scheduled time provided the indent for any item does not exceed the average annual consumption during the previous three years. (G. O. No. A. F. 6398-467—P. & S. 2-39-160, dated 17th May 1940.)

(3) The three Departments under the control of the Superintendent, Government Printing, *viz.*, Printing, Stationery and Book Depôt which are now treated as independent units have been combined into one unit for purposes of recruitment, promotions and transfers of officials, as opportunities occur (G. O. No. G. 13230-2—P. & S. 139-38-1, dated 26th June 1939).

(4) The purchase and stocking of thick kraft paper for wrapper binding was got approved in Government Order No. A. F. 45-7—P. & S. 3-39-6, dated 27th January 1939, as this arrangement was found to be preferable to stiff cover-binding from the standpoint of durability and labour saving, and thick Kraft paper and Brown Cartridge special quality and heavy substance were obtained from the Punalur Paper Mills and the Mysore Paper Mills, Ltd., Bhadravati and used both at the Central Press, Bangalore, and the Branch Press, Mysore.

(5) The purchase and stocking of printing papers of heavier substance for printing the State Administration Report and other special works was sanctioned in Government Order No. A. F. 5172-3—P. & S. 3-39-20, dated 29th March 1940.

13. *Inspections.*—The account and stock of forms, registers and stationery articles in the several head-quarter offices of the Chikmagalur and Chitaldrug District were inspected in May 1940. During the Birthday Visit to Mysore in June 1940, also, the stock of stationery and forms in some of the offices in Mysore City was inspected. Instructions were given to keep proper accounts and issue the articles according to Stationery Rules and the prescribed scale and maintain separate account for forms.

While checking the stock of forms and stationery articles in the offices of the President, District Board, Chitaldrug and the President, Town Municipal Council, Chikmagalur, certain irregularities, such as, issue of articles without reference to sanctioned scale, separate accounts for receipt and issue of forms not being maintained and printing of forms at local Presses were observed.

No.	Registers and Forms.	No. and date of Government Order.
49.	Lorry Log Books to the Executive Engineer of Divisions	G. O. No. A. F. 4228—P. & S. 2-39-105, dated 14th February 1940.
50.	Statement of cases submitted forms to the Chief Engineer of Mysore.	G. O. No. A. F. 4265—P. & S. 2-39-106. dated 15th February 1940.
51.	Three kinds of books to the Sub-Registry Office, Shimoga.	G. O. No. R. 5008—L. S. 40-39-2, dated 23rd February 1940.
52.	Contribution Khate and Khirdi to the Amildar, French-Rocks Taluk.	G. O. No. A. F. 4368—P. & S. 2-39-40, dated 27th February 1940.
53.	Loan Investigation Report forms to the Director of Industries and Commerce in Mysore.	G. O. No. A. F. 4371—P. & S. 2-39-112, dated 27th February 1940.
54.	Supply of Covers with addresses to the Secretary, Public Works Department.	G. O. No. A. F. 4893—P. & S. 2-39-135, dated 13th March 1940.
55.	Notice to Loan-holders Form No. 111 to the Amildar, Shikarpur Taluk.	G. O. No. A. F. 5162—P. & S. 2-39-129, dated 28th March 1940.
56.	Covers with addresses to the Census Superintendent in Mysore, Bangalore.	G. O. No. A. F. 5176—P. & S. 2-39-130, dated 29th March 1940.
57.	Supply of six bound ruled books of 400 pages each.	G. O. No. A. F. 5511—P. & S. 2-39-138, dated 10th April 1940.
58.	V. Notch Guage Reading Forms to the Executive Engineer, Anjanapur Division.	G. O. No. A. F. 5552—P. & S. 2-39-141. dated 11th April 1940.
59.	Printing and supply of certain forms pertaining to Patent and Designs to the Director of Industries and Commerce.	G. O. No. D. 5244—Pat. 1-39-6, dated 14th May 1940.
60.	Guage Cards to the Assistant Engineer, Bhadra Reservoir Project Sub-Division.	G. O. No. A. F. 6485—P. & S. 2-39-163, dated 20th May 1940.
61.	Formal Acknowledgment Cards to the Director of Industries and Commerce in Mysore.	G. O. No. D. 5432-33—I. & C. 602-39-2, dated 30th May 1940.
62.	Mutchalika Forms to the Director of Agriculture in Mysore, Bangalore.	G. O. No. A. F. 6724-6—Agri. 57-39-6, dated 3rd June 1940.
63.	Excess Water Revenue Demand, Collection and Balance Ledger, to the President, City Municipal Council, Mysore.	G. O. No. L. 10350-4—Ml. 190-38-2, dated 24th June 1940.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the Government Order noted against each :—

No.	Registers and Forms.	No. and date of Government Order.
1.	Sale Notification and Jafti Patti Forms to the Amildar, Closepet Taluk.	G. O. No. G. 13367—P. & S. 2-38-151, dated 30th June 1939.
2.	Task Work Statement Forms to Marconahalli Reservoir Division.	G. O. No. G. 25—P. & S. 2-38-155, dated 1st July 1939.
3.	Nine kinds of Financial Forms to the Director of Sandalwood Oil Factory, Mysore.	G. O. No. G. 986—P. & S. 2-39-5, dated 21st July 1939.
4.	Field Note Books to the Economic Botanist and Agricultural Chemist.	G. O. No. A. F. 248-50—Agri. 9-39-2, dated 5th August 1939.
5.	Pay Bill and T. A. Bill Forms to the Deputy Commissioner, Tumkur District.	G. O. No. A. F. 448—P. & S. 2-39-10, dated 15th August 1939.
6.	P. W. Cash Book to the Executive Engineer, Kolar Division.	G. O. No. A. F. 1231—P. & S. 2-39-30, dated 21st September 1939.
7.	Certain forms to the Irwin Canal Farm.	G. O. No. A. F. 1383-4—Agri. 53-39, dated 26th September 1939.
8.	Three kinds of Criminal Forms and Registers to the Second City Magistrate's Court, Mysore.	G. O. No. A. F. 1492—P. & S. 2-39-32, dated 2nd October 1939.
9.	Jail Warrent and Fine Levy Warrant Forms to the Special Magistrate, Kolar Gold Fields.	G. O. No. P. 2540—C. S. 4-39-17, dated 5—6th October 1939.
10.	Task Work Statement Forms and pay bill forms to the Executive Engineer, Mysore.	G. O. No. A. F 1949—P. & S. 2-39-41, dated 28th October 1939.
11.	Seven kinds of Financial Forms for use in connection with the Ante-Genuia worm operation in the Chitaldrug District to the Director of Public Health.	G. O. No. G. 4190—P. & H. 40-39-4, dated 11th November 1939.
12.	Rainfall Cards to the Deputy Commissioner, Hassan District.	G. O. No. A. F. 2508—P. & S. 2-39-59, dated 28th November 1939.
13.	Financial Forms required for use of Malaria control work of Belur Town.	G. O. No. A. F. 3211—P. & S. 1-89-104, dated 22nd December 1939.
14.	Financial Forms to the Special Officer, City Drainage Division, Bangalore.	G. O. No. A. F. 3763—P. & S. 2-39-64, dated 27th January 1940.